

## TRUSTEE'S 341 FILINGS

The **Trustee's 341's Filings** program allows the trustee to enter a date on which 341 meetings were held, then specify the outcome for each of his/her cases scheduled for that day.

**STEP 1** Select **Bankruptcy** from the Main Menu, and then click on **Trustee's 341 Filings** hypertext link.

**STEP 2** The **Date** entry screen appears:

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the text "Trustee's 341 Filings" is displayed. Underneath, there is a "Date:" label followed by a text input field containing "01/06/03". Below the input field are two buttons: "Next" and "Clear".

- ◆ Enter the date of the 341 meetings
- ◆ Click **Next**

**STEP 3** The following screen appears:

The screenshot shows the ECF interface with the same navigation bar. The main content area displays the following information:

- U.S. Bankruptcy Court
- District of Montana (Training Site)
- Trustee RICHARD J. SAMSON
- Date: 1/6/2003

Below this information is a table with the following columns: Case No., No Action, Report of No-Distribution, Initial Report, Continue To, Date, Time, and AM/PM. The table contains three rows of data:

| Case No.                                 | No Action             | Report of No-Distribution        | Initial Report        | Continue To           | Date                 | Time                 | AM/PM                |
|--|-----------------------|----------------------------------|-----------------------|-----------------------|----------------------|----------------------|----------------------|
| <a href="#">02-80001-RBK RACE HORSE</a>  | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <a href="#">02-80002-RBK BROWN PUPPY</a> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <a href="#">02-80003-RBK TABBY CAT</a>   | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Choose from the following selections by clicking on the radio button:

- **No action** - The debtor(s) did not appear.
- **Report of No Distribution** - No asset case. If this radio button is selected, the case will be marked as a no asset case. (No additional notices or docket entries are necessary.)

- **Initial Report** - Asset case. If this radio button is selected, the case will be flagged as an asset case and the Clerk's Office will automatically mail out a Notice of Assets and Request for Claims Bar Date.
- **Continuance** - The case will be rescheduled for 341 meeting. (No additional notices or docket entries are necessary.)
- ◆ Click on **Submit**

*Note!!! Please verify that all selection are correct before clicking on Submit. If an error is discovered **DO NOT RE-SUBMIT THE REPORT!** This will result in duplicate docket entries. If a correction to the report needs to be made, please contact the **ECF Help Desk** at: 497-1249*

## Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

The screenshot displays the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon (question mark). The main heading is "Notice of Electronic Filing".

The first entry shows a transaction received from SAMSON, RICHARD on 12/19/2002 at 8:58 AM MTN, filed on 12/19/2002. The case details are:

- Case Name: RACE HORSE
- Case Number: [02-80001-RBK](#)
- Document Number: 2

The docket text for this entry reads: "341 Meeting Held & Trustee's Report of No Distribution (Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer) for the benefit of creditors of this estate. I have received no funds or property of the estate, and paid no monies on the account of the estate. Wherefore, the trustee prays that this report be approved and the trustee be discharged from office. (SAMSON, RICHARD)".

The second entry is for BROWN PUPPY, with Case Number [02-80002-RBK](#) and Document Number 2. The docket text is identical to the first entry.

The third entry is for TABBY CAT, with Case Number [02-80003-RBK](#) and Document Number 2. The docket text is also identical to the first entry.

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

**Print receipt**

- ◆ Click on **File** at top of Netscape screen and select **Print Frame, or**
- ◆ Click on the Printer Icon at the top of the page.

*[Note: It is highly suggested that copies of receipts be maintained for your records]*